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## Request for Proposal (RFP)

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**Number:** cmmb 001/2018: For the supply and Delivery of Medical supplies

### INVITATION LETTER

Date: 16<sup>th</sup>-July-2018

**Subject:** 001/2018 for the supply and delivery of medical supplies for cmmb Office Yambio Gbudue State.

1. Cmmb hereby solicit your bid for supply and delivery of medical supply for cmmb Office Yambio.
2. To enable you to submit a bid, please find enclosed:
  - a. Instructions to Bidders
  - b. Bid data sheet
  - c. Special Terms and Conditions
  - d. General Terms and Conditions
  - e. Bid submission sheet
  - f. Technical Requirements
  - g. Price schedule
  - h. Acknowledgment letter
3. Bids in sealed envelopes must be delivered in sealed Hardcopy envelopes only and should reach the following address: Office of safety and Security at Yambio Office or to John Data cmmb Office in Juba no later than 19th-July-2018 at 15:00 hours
4. Your submission will be considered upon the provision with the following, failure in providing the requested documents may grounds for disqualification of the bidders:
  - Company Profile with description of similar experience
  - Reference list with detail of previous contracts in the same business field with description and amount
  - Financial Details and information to demonstrate a sound financial standing.



- Offerors must have a valid trade license and produce evidence of stock availability, warehouse facility and well-defined business address.
5. After receipt of bid, cmmb reserve the right to request any additional information or seek clarifications from the bidder to ascertain responsiveness of offers received.
- a. Instruction to Bidders**
- I. **General:** cmmb invites sealed Bids for supply of Medical supplies and delivery to Yambio Office
  - II. **Eligible Bidders:** Bidders should not be associated, or have been associated in the past directly or indirectly with cmmb in the preparation of the design specifications of the procurement of goods to be purchase under this invitation to bid.
  - III. **Cost of bid:** The bidder shall bear all the cost associated with the preparation and submission of the Bid, and cmmb will in no case be responsible or liable for those costs.
- b. Solicitation Documents**
- I. **Examination of solicitation Documents:** The bidder is expected to examine all corresponding instructions, forms, terms and specification contained in the solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid
  - II. **Clarification of solicitation Documents:** From the date of receipt of this bid until instructed otherwise, all written or verbal communications by the Bidder with cmmb should be directed to the designed Officer.
- c. Documents comprising the Bid:** The Bidder or Bidders' authorized agent shall sign the Bid.
- The Bid must comprise the following documents:
- I. A Bid submission form
  - II. A price Schedule completed in accordance with price schedule sheet.
  - III. Documentary evidence established in accordance with Instruction to Bidders that the Bidder is eligible and qualify to perform the contract if its Bid is accepted.
- d. Bid currency/Bid prices:** All prices must be quoted in **USD/SSP**. The bidder shall indicate on the appropriate price schedule and total Bid price of goods it proposes to supply under the contract.
- e. Submission of Bids:** The bidder shall prepare one original copy and seal in an envelope and submit to our Office in Yambio or Juba.
- f. Deadline for submission of Bids:** (a) Bid must be delivered to the Office on or before the date and time specified in the Letter of Invitation of these solicitation Documents



(b) Cmmmb may Extend at its discretion, extend this deadline for submission of the Bids by amending the Bidding Documents.

(c) Any Bid received by Cmmmb after the Deadline for submission of Bids will be rejected and returned unopened to the Bidder.

(d) **Samples:** Samples of items, when required, must be provided within the time specified unless otherwise specified by cmmmb.

**g. Opening and Evaluation of Bids.**

(a) **Opening of Bids:** Cmmmb will open bids in the presence of Bidders Representative who choose to attend at the time, on 20<sup>th</sup>-July-2018 at Yambio Office.

(b) **Clarification of Bids:** To assist in the Examination, Evaluation and comparison of Bids, cmmmb may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and response shall be in writing and no change in price or substance of the Bid shall be sought, Offered or permitted.

**h. Preliminary Examination:**

(I) Prior to the detailed evaluation, cmmmb will determine the substantial responsiveness of each Bid to the invitation to Bid.

(II) Cmmmb will examine the Bids to determine whether they are complete, whether any computation errors have been made

i. **Evaluation of Bids:** cmmmb will evaluate and compare the Bids which have been determined to be substantially responsive pursuant.

**j. Award of Contract:**

Cmmmb will issue the Purchase Order or Contract to the lowest priced technically qualified Bidder. Cmmmb reserves the right to accept or reject any Bid any time prior to award of purchase Order.

**k. Payment.**

Payment will be affected 30 days after receipt of invoice, proof of dispatch and other supporting Documents. It is not policy of cmmmb to approve advance pay.

Currency of payment: Payment will be made in the currency in which the Purchase order is issued.



**I. Technical Requirements**

Bidders are required to provide all the data as per the following requirements. Failure to provide any or part of the items thereof may result in the Bid being rejected.

S/no	Description	Complain	Unit	Submit sample	Cmmb use only



Price Schedule

S/no	Description	Unit	Quantity	Price per Unit SSP/USD	total Price per SSP/USD
1	I.V Quinine 600 mg	5000	amp		
2	I.V Metronidazole 500 mg	500	bottles		
3	I.V gentamicin 80 mg	500	amps		
4	I.V Ceftriaxone 1.g	500	amps		
5	I.V Ampicillin 500 mg	1000	vials		
6	I.V Benzl penicillin 500g	500	vials		
7	I.V Ciprofloxacin 200g	1000	bottles		
8	I.V diazepam 5 mg	100	amps		
9	I.V oxytocin 10 I.U	1000	amps		
10	Paracetamol 500g	5000	tabs		
11	Metronidazole 200 mg	3000	tabs		
12	Amoxicillin 250 mg	3000	caps		
13	Amodiaquine / Artenate	1000	tabs		
14	Coartem	4000	tabs		
15	Erythromycin 500 mg	2000	tabs		
16	Quinine 300mg	4000	tabs		
17	Ibuprofen 400mg	1000	tabs		
18	Misoprostol 400 mg	200	tabs		
19	Canula 16G	500	pcs		
20	Canula 18 G	500	pcs		
21	Canula 20 G	200	pcs		
22	Giving sets	1000	pcs		
23	Blood givng sets	100	pcs		
24	Syringes 2ml , 5ml	1500	pcs		
25	Urinary catheter size16,18 20 (assorted)	200	pcs		
26	Plaster (strapping) 500	500	pcs		
27	Disposable gloves	500	boxes		
28	Surgical gloves	500	boxes		
29	Gynaecological gloves	200	boxes		
30	Gauge	200	rolls		
31	Jik	100	bottles		
32	Cotton	200	rolls		
33	Povidone 10% iodine	100	bottles		
34	Chlorohexame (libation)	100	bottles		
35	NG – tubes size ( Adult )	50	pcs		
36	Delivery beds	2	pcs		
37	Vycryl sutures No 0, 1 round bodies	100	boxes		
38	Surgical blads size 22 , 24	100	pcs		
39	Vycryl sutures No: 1,2 ( cutta)	100	boxes		



40	P.G.A No: 1 (round bodies)	50	boxes		
41	P.G. A No: 2 (round bodies)	50	boxes		
42	Chronic catgut round bodies No: 1,2,2/0 Assorted	100	boxes		
43	Nylan No: 1,2, 1/0	150	boxes		
44	Vycryl suture No: 1.2	100	boxes		
45	Face masks	100	boxes		
46	Mixtard 30/70 Biphasic Insulin	100	vials		
	<b>Total</b>				

Best regards

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